

General Order

Houston Police Department



ISSUE DATE:

April 18, 2013

NO.

200-35

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-35, dated March 5, 2013

SUBJECT: SPEAKERS AT DEPARTMENT EVENTS

POLICY

Except as noted in this General Order, an individual from outside the department may serve as a speaker at a Houston Police Department event only if prior written approval is given by the appropriate executive assistant chief or the Chief of Police. This policy applies regardless of the audience.

This General Order applies to all employees.

1 PROCEDURES

Prior to contacting an individual from outside the department to serve as a speaker at a Houston Police Department event, the employee coordinating the event or assisting the outside event coordinator shall forward correspondence through the chain of command to the appropriate executive assistant chief, depending upon the topic and audience. The correspondence shall request approval for the speaker and shall include a description of the following:

- a. The event.
- b. The speaker's intended role.

- c. The speaker's academic and professional credentials.
- d. Any fees that may be required and funding source.
- e. Any other pertinent information.

2 EXCEPTIONS

Prior approval from an executive assistant chief for an outside speaker at department events is not required for the following:

- a. Positive Interaction Program (PIP). Speakers at PIP events are approved by the appropriate PIP coordinator.
- b. Training Division, which has its own approval process for speakers and instructors as outlined in General Orders 300-06, **Training – Classified** and 900-02, **Training – Civilian**.

3 RELATED GENERAL ORDERS

200-15, **Employee Group Organizations Recruiting Cadets**
300-06, **Training – Classified**
900-02, **Training – Civilian**

Charles A. McClelland, Jr.
Chief of Police